



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

SFIM-HR-C

JUL 30 2004

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum # 28, Obtaining Approval to Offer Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA) for Reduction-in-Force

1. REFERENCES.

- a. Memorandum, Administrative Assistant to the Secretary of the Army, February 9, 2004, Subject: Delegation of Authority and Allocation for National Security Personnel System – Voluntary Separation Incentive Program (VSIP) and Voluntary Early Retirement Authority (VERA).
- b. Memorandum, ASA (M&RA), January 29, 2004 Subject: National Security Personnel System – Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA).
- c. Memorandum, Under Secretary of Defense, December 30, 2003, Subject: National Security Personnel System – Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA) Policy.

2. PURPOSE. To supplement DoD and DA policy, and to provide the IMA processing procedures for requesting authority to offer VSIP and VERA.

3. APPLICABILITY. These procedures are applicable to all appropriated fund civilian employees assigned to IMA CONUS regions/garrisons.

4. POLICY.

- a. IMA has the authority to reorganize, revise or move a mission, change the skills mix in an organization, contract out, implement the most efficient organization decision, or downsize to manage a mission more efficiently. These changes may impact one or more employees by reduction in force (RIF) or RIF procedures, or by the movement of one or more employees under transfer of function (TOF). The Administrative Assistant to the Secretary of the Army (AASA) retains the authority to approve any proposed personnel action that will result in the separation by RIF or change to lower grade of one or more employees, or the movement of one or more employees by TOF. Formal RIF notices will not be issued without the approval of the AASA. This includes notices that result in involuntary separations, changes to lower grade, or TOF.

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b. The use of VERA and VSIP is subject to the guidance and procedures described in Reference 1c. Regions/garrisons anticipating involuntary separations by RIF will offer VERA and VSIP at least 30 days before RIF notices are issued. The Director, IMA has authority to approve the use of VERA and VSIP within IMA for employees occupying positions up to grade GS-15 (or equivalent), except for special salary rate employees, which is retained by the Secretary of the Army.

c. When provisions of this policy differ from the provisions of a written agreement between the installation/serviced organization and an exclusive bargaining unit, the provisions of the agreement apply to employees subject to the agreement.

5. PROCEDURES.

a. Regions/garrisons will offer VERA and VSIP separation incentives before issuing RIF notices. Region Directors and Garrison Commanders/Garrison Managers, through the Region Director, will submit the following documents to request authority to offer VERA and VSIP:

(1) Memorandum signed by the Region Director/Garrison Commander/Garrison Manager requesting VERA/VSIP authority.

(2) Realignment Fact Cover Sheet (Encl 1).

(3) Realignment Fact Sheet (Encl 2).

(4) Request For VSIP (Encl 3).

b. The Region Director/Garrison Commander/Garrison Manager may submit a request for RIF authority with the VERA/VSIP authority request. See policy memorandum # 27 for further guidance. To assist in planning, also see the processing timelines chart at Encl 8 of that memorandum.

c. Upon closure of the VERA and VSIP window, the Region Director/Garrison Commander/Garrison Manager, through the Region Director, will forward a report to HQIMA describing the use of VERA and VSIP. The report should cite the number of approvals by optional retirement, early retirement (with and without VSIP) and resignation.

d. Following the VERA/VSIP open window, the region/garrison will reassess the need for RIF based on VERA and VSIP attrition, any other attrition (both known and anticipated), and any other factors that may impact the continued requirement for RIF. If the reassessment indicates a RIF is required, follow the procedures outlined in the RIF Policy Memorandum. If the reassessment indicates no RIF is necessary, the Region Director/Garrison Commander/Garrison Manager, through the Region Director, will submit a

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memorandum, stating that the need for RIF was negated based on VERA/VSIP,
outplacement actions, and other attrition.

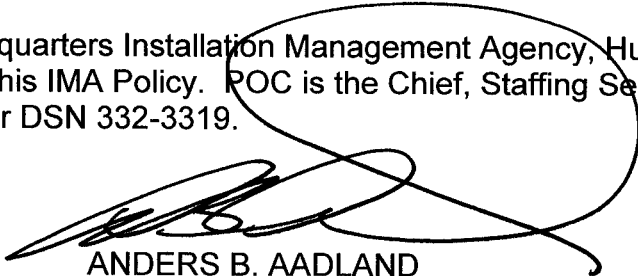
e. Region Directors will review all requests and endorse fully justified cases to HQIMA
for consideration with a signed memorandum.

f. HQIMA may request reports on specific aspects of program administration.

6. PROPONENT. The Headquarters Installation Management Agency, Human Resources
Division is the proponent for this IMA Policy. POC is the Chief, Staffing Section, phone
commercial (703) 602-3319 or DSN 332-3319.

3 Encls

1. Realign Fact Cover Sheet
2. Realign Fact Sheet
3. Request for Authority, VSIP



ANDERS B. AADLAND
Major General, GS
Director

REALIGNMENT FACT COVER SHEET
VERA/VSIP

A. General Information:

1. Reporting Installation: IMA Region/IMA Garrison
2. Activity/Organization Undergoing Reduction: (comprises a single competitive area):
3. Activity/Organization's MACOM: Installation Management Agency/AASA
4. Activity's installation name (if different than #1 above): (IMA Garrison)
5. Activity geographical locations within the competitive area:
6. Activity ROC/UICs:
7. Number of Employees Assigned to the UICs:
 - a. Not in the competitive area:
 - b. In the competitive area:
8. Reduction Status Code:
 - a. Enter "C" when reduction is in the contingency or planning stages and it's unknown if a RIF will be needed:
 - b. Enter "N" when it is known that a RIF will not be needed to reduce to target level:
 - c. Enter "R" when it is expected that RIF/VSIP/VERA is needed to effect the reductions:
9. Reduction Reason Code:
 - a. Enter "R" when it is expected that a RIF/VSIP/VERA is needed to effect the reductions.
 - b. Enter "BRAC" when the reduction is the result of a Base Realignment and Closure (BRAC) action.
 - c. Enter "A-76" when the reduction is the result of the implementation of a commercial activity/privatization decision. Enter "Other" when reduction is for reasons not covered by one of the specific codes (provide explanation).
10. Effective Date of Reported Data in Item 7 and the Realignment Fact Sheet:

REALIGNMENT FACT COVER SHEET (continued)
VERA/VSIP

11. Target Data and Losses/Accessions are Projected Through (check appropriate box):
- a. The End FY:
 - b. The RIF Effective Date (provide explanation): (i.e., 30 Jun 04; MEO implementation necessitates reduction as early in the fiscal year as possible).
12. Projected RIF Separations after VSIP/VERA: (Based on mock RIF results, attach list of projected involuntary separations by title, series and grade)

REALIGNMENT FACT COVER SHEET (continued)
VERA/VSIP

B. Form Completion Instructions

1. Instructions are provided only for those entries that are not self-explanatory.
2. Entry 1g should reflect any position you anticipate would be vacant when the RIF is completed. This can include vacancies created by attrition during the course of the RIF if you anticipate that some of these positions will still be vacant. If any number other than "0" is entered in block 1g (projected vacancies remaining), a detailed explanation is required to document why these vacancies could not be used to place surplus employees.
3. Entry 2a = Strength of competitive area.
4. Entry 2d = TOF transfers outside the competitive area.
5. Entry 2e = Other Voluntary Losses. This entry includes all voluntary losses (i.e., resignations, optional retirements, reassignments out of the competitive area, leave without pay in excess of 30 days, etc.) Temporary and term employees whose appointments expire before the end of the FY (or effective date of the RIF) and temporary employees who are to be separated prior to the expiration date of their appointments are also included in this entry.
6. Entry 2f = $2c + 2d + 2e$.
7. Entry 2g = (RIF separations after use of VSIP/VERA)
8. Entry 2h = Other Involuntary Losses. Projected separations through adverse actions procedures, discontinued service and disability retirements are also included in this entry.
9. Entry 2i = $2g + 2h$

REALIGNMENT FACT COVER SHEET (continued)
VERA/VSIP

C. Narrative Justification

1. If temporary employees will remain after the reduction action, explain why they are essential and why none of your surplus employees could perform the duties being performed by the temporary employees.
2. If the Reduction Status Code is "R" indicating that a RIF is needed, provide a detailed explanation of the reasons for the RIF.
3. If there are vacant positions after completion of the action (RFS 1g), explain why they were not/cannot be used to place the surplus employees. This should include a detailed explanation of the type of positions to be filled and the types of skills possessed by the surplus employees. This should also include an explanation as to why these positions will not be filled (from any source) by the RIF effective date.
4. Normally, 1e, 2b and 2k will be same number. When this is not the case, provide a narrative explanation of the variances. This will again explain why existing vacancies cannot be used to place the surplus employees and should include a detailed explanation of the types of positions to be filled and the types of skills possessed by the surplus employees. It is the same as the explanation for entry 1g.
5. Provide an explanation for the entry in 2j. If the entry is greater than zero, explain why these vacancies will be filled by external candidates during a RIF and could not be used to place surplus employees instead.

REALIGNMENT FACT SHEET

VERA/VSIP

MACOM/HQ: AASA
Activity/Installation:

RIF Notification _____
RIF Request _____

Position Impact

1. Number of Positions	Permanent	Term	Temporary	Total
a. Authorized Prior to Action				
b. Minus Abolished By Action				
c. Minus Transferred from Activity				
d. Plus Transferred into Activity				
e. Equals Authorized After Action				
Other Position Information:				
f. Vacant Prior to Action				
g. Projected Vacancies				

Personnel Impact

2. Number of Employees	Permanent	Term	Temporary	Total
a. On-Board Prior to Action				
b. Target Strength				
Projected Attrition				
c. Number of Approved VERA/VSIP				
d. TOF Transfers outside CA				
e. Plus Other Voluntary Losses				
f. Equals - Normal Attrition				
Projected Involuntary Losses				
g. Separation RIF (after VSIP/VERA)				
h. Plus - Other Involuntary Losses				
i. Equals - Total Involuntary Losses After VSIP/VERA				
j. Projected Accessions:				
k. Projected End Strength: Equals 2b. (2a minus 2f minus 2i plus 2j)				
3. Other Projected Information:				
a. Changes to Lower Grade				
b. Reassignments				

4. Projected RIF Letter Issue Date: _____ 5. Projected RIF Effective Date: _____
6. Projected TOF Letter Issue Date: _____ 7. Projected TOF Effective Date: _____

Encl 2

REQUEST FOR AUTHORITY TO USE
VOLUNTARY SEPARATION INCENTIVE PAY

For VSIP approval use this form only. No requirement for realignment fact sheet

1. Name and Location of Installation:
2. Civilian Employment:
Total: (Includes temps and terms)
Target Reduction:
Expected Involuntary Separations Without VSIP:
3. Projected Date for Involuntary Separation:
4. Number and Type of Separation Pay Requested:
Resignation:
VERA:
Optional Retirement:
5. Proposed Expansion Beyond Requesting Installation (VSIP Phase II):
- 6.: List each abolished position by pay plan, series and grade. See the format below.

PROFILE OF ABOLISHED POSITIONS

POSITION TITLE

PP-SERIES-GR

NUMBER

Encl 3